

CURRICULUM VITAE FOR
Marlene Gigax
300 East 3rd St., Suite 230
North Platte, NE 69101

PRESENT AFFILIATION:

Department of Property Assessment and Taxation Liaison for the following:

State Assessment Office for Harlan County
Office of the Arthur County Assessor
Office of the Chase County Assessor
Office of the Deuel County Assessor
Office of the Dundly County Assessor
Office of the Frontier County Assessor
Office of the Furnas County Assessor
Office of the Garden County Assessor
Office of the Hayes County Assessor
Office of the Red Willow County Assessor

EXPERIENCE:

August 2003 to present: State of Nebraska, Department of Property Assessment and Taxation, North Platte, NE

Position: Liaison

Duties: Under limited supervision, investigates and evaluates property valuation practices and procedures for assigned counties by the compilation of assessment data, and communicates the findings to the various interested groups via reports. Assists county and state officials in interpreting and applying the information contained in these reports. Answers or refers questions to the appropriate division within the Department concerning the manuals, guides, directives and regulations relating to property valuation. Also, attends and/or participates in conferences, seminars and other training for county officials, taxpayer groups, individual taxpayers, or their representatives relating to property valuation.

December 1997 to January 2003: Red Willow County Court, McCook, NE

Position: Assistant Clerk Magistrate, Clerk Magistrate

Duties: Perform supervisory and statutory functions of the County Court system for Red Willow County. Follow all policies and procedures according to the rules and regulations set forth by the Court Administrator and County Judges. Perform duties as assigned including arraignments and marriage ceremonies. Prepare journal entries and court orders as assigned for the court office. Communicate effectively to law enforcement agencies, attorneys and enable to possess the required knowledge, skills and abilities as necessary to fulfill to job requirements.

July 1984 to December 1997: Hayes County Clerk/Ex-officio County Assessor
Hayes Center, NE

Position: Clerical, Deputy County Assessor, County Assessor

Duties: The assessor is responsible for valuing all real and personal property excluding public service companies. The office duties include all functions of the ex-officio office such as supervisory, accounting, secretary to the county board, Clerk of the Dist. Court, Registrar of Deeds and Election Commissioner. All Nebraska State Statutes, Directives and Regulations as set forth by the Property Tax Administrator must be followed. Prescribed reports and the date due are followed as listed on the Property Tax Calendar.

EDUCATION:

Hayes Center High School, Hayes Center, High School Diploma
Nebraska Western College, Scottsbluff, R.N. Program
McCook Community College, McCook, Accounting
Department of Property Assessment and Taxation:

ASSESSOR WORKSHOP (2003)
BASIC/INTERMEDIATE MAPPING (2003)
IAAO 101 FUNDAMENTALS OF REAL PROPERTY APPRAISAL (2003)
CONFIDENCE INTERVALS WORKSHOP (2003)
ANNUAL COURSE OF TRAINING & BASIC SESSION (2004)
PUBLIC SERVICE DISTRIBUTION (PANHANDLE DIST.) (2004)
ASSESSORS WORKSHOP (2004)
REPORTS & OPINIONS FORUM (2004)
ABSTRACT TRAINING (2004)
102-INCOME APPROACH TO VALUATION (2004)
MASS APPRAISAL, FEE APPRAISAL & AD VALOREM TAXATION (2004)

LICENSES/CERTIFICATIONS:

Nebraska Assessor/Deputy Certificate, February 12, 2004
Nebraska Notary Public